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May 6, 2008

Mr. James Feagle, Deputy Director of Public Works
City of Leesburg
550 South 14th Street
Leesburg, FL 34748

Re: Continuing Contract Professional Engineering Services Pursuant to RFP No. RFP 04-013
Task Authorization No. _____
**Proposal – Pavement Maintenance Asset Valuation System Update & Restoration
Treatment Research**

Dear Jimmy:

In response to your recent request, we have prepared the enclosed task authorization to assist the City in updating their pavement asset valuation system. This system was previously developed through PBS&J and requires updating to account for changes in the asset condition. Specifically this update is intended to focus on roads and road condition assessment.

PBS&J wishes to thank you for the opportunity to be of service to the City of Leesburg. Should you need additional information, please feel free to contact me at 800-284-5182 (ext. 4393), if you have any questions or need additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Marc Walch', written in a cursive style.

Marc P. Walch, P.E., DEE, Vice President
Project Director

Enclosures

cc: D.M. Huey, L.R. Amadori, Wendy Gagnier, R. Sharpe; City of Leesburg

**CONTINUING CONTRACT FOR
PROFESSIONAL ENGINEERING SERVICES
PURSUANT TO RFP NO. RFP 04-013**

TASK AUTHORIZATION NO. _____

**CITY OF LEESBURG, FLORIDA
PAVEMENT MAINTENANCE ASSET VALUATION SYSTEM UPDATE &
RESTORATION TREATMENT RESEARCH**

SCOPE OF SERVICES

The following represents the scope of services to be performed by PBS&J, collectively identified as CONSULTANT TEAM as it relates to the update of the pavement asset valuation system for the City of Leesburg, Florida (the "City"). PBS&J proposes to utilize the services of Rob Little, P.E. of Bridge Web to perform the technical evaluation and update, with our oversight and review. The tasks included in the scope of services are described below:

ASSESSMENT

The CONSULTANT TEAM will provide a re-assessment of all of the paved roads, utilizing the 2003 assessment method, and provide a Pavement Assessment User Manual. A number of issues were addressed or concluded at the recent March 6 meeting with the City and in preceding discussions:

1. Preparation of Maps, Field Spreadsheets, Data Comparison and Rectification - \$3,073
 - The old (2003) roadway section ID's would be retained (The Assessment manual will provide a discussion on how the section ID's are initially derived.)
 - New roadway sections will be given an ID matching the above.
 - All HTE and GIS upload issues will be handled by the Leesburg IT group.
 - A new Intersection asset type will be created.
 - Several attributes will be added to the pavement assessment
 - Pavement thickness
 - Comment field to indicate age
 - Presence of Traffic control loops
 - Presence of curbing will be re-verified
2. Determination of suitable pavement restoration treatments based on the City's recommendations and preferences - \$2,149
3. Meeting with the City to present and prioritize proposed restoration treatments - \$1,445
4. Development of unit costs for the pavement restoration treatments for the pavement segments and intersections - \$2,977
5. Field Inspection and Assessment - \$6,000
6. Finalization of Spreadsheet and Calculations - \$2,713
7. Preparation User Manual - \$1,804
8. Final Presentation Meeting with the City - \$1,549

In order to start the analysis, the City is to provide maps of all the paved roads from the City GIS database indicating the Segment ID and Street Name for each roadway segment. The maps should be 11" x 17", in a scale large enough to read the segment IDs and names as well as provide space to take field notes. (No less than 1"= 75') The City will also furnish the geo-database of the paved roads exported to an excel spreadsheet.

The data in the present spreadsheet will be compared to the old spreadsheet. Any new roads will be segmented by intersection and assigned segment ID's and any discrepancies will be resolved prior to the field work. Another spreadsheet will also be created for the intersections. The spreadsheets will be as follows:

Spreadsheet for paved roads

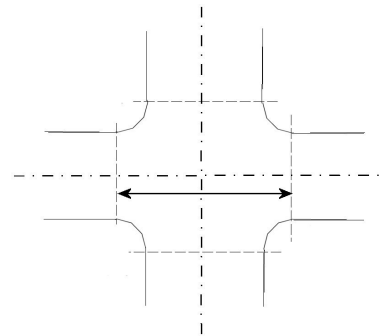
			Inspection	S - N				Long/Tran	Allig	Edge	Block	Rut	Rough	Drain	Patch		C&G		Begin	End	
Asset#	Pre	Name	Type	Date	Route?	Length	Adjusted	SEV EXT	SEV EXT	SEV EXT	SEV EXT	SEV EXT	SEV EXT	SEV EXT	EXT	EXT	%	Length	Intersection	Intersection	Pavement
				m/d/y	N/Y			LMMH	LMMH	LMMH	LMMH	LMMH	LMMH	LMMH	LMMH	LMMH	L	R	Length	Length	Thickness
RD101050	TALLY	RD	6/14/2003	N	1536.16	1504.16	20	M	M	L	L	M	L	L	N	F	G		16	16	1.5
RD101060	TALLY	RD	6/14/2003	N	423.27	393.27	20	M	L	L	L	L	L	N	G	F	L		15	15	1.5
RD101070	TALLY	RD	6/14/2003	N	293.321	265.321	20	M	L	L	L	L	L	N	F	G	M		14	14	1.5
RD102040	TALLY BOX	RD	6/14/2003	Y	685.284	656.284	21	L	L	L	L	L	L	N	G	G	L		14	15	1.5
RD102050	TALLY BOX	RD	6/14/2003	Y	2006.09	1975.09	21	L	L	L	L	L	L	N	G	G	L		15	16	1.5
RD103050	WOODLAND	BV	6/14/2003	Y	470.947	446.947	23	L	L	L	L	L	L	N	G	G	L	N	100	100	1.5
RD103060	WOODLAND	BV	6/14/2003	N	1011.28	985.28	23	M	L	L	L	L	L	N	G	G	L	N	100	100	1.5
RD104050	PARKVIEW	AV	6/14/2003	N	637.007	605.007	23	M	M	L	L	L	L	N	G	G	L	N	100	100	1.5
RD105050	AKRON	DR	6/14/2003	N	628.356	598.356	18	L	L	L	L	L	L	N	G	G	L		16	16	1.5
RD105060	AKRON	DR	6/14/2003	N	541.742	513.742	18	L	L	L	L	L	L	N	G	G	L		14	14	1.5
RD106040	COMMERCE	ST	6/14/2003	Y	1183.89	1154.89	21	H	L	L	M	L	L	N	F	F	L		14	15	1.5
RD106050	COMMERCE	ST	6/14/2003	Y	1298.52	1267.52	34	L	L	L	L	L	L	N	G	G	L		15	16	1.5
RD107050	INDUSTRIAL	ST	6/14/2003	N	768.128	744.128	23	M	L	L	H	L	L	N	G	F	L		12	12	1.5

Intersection Spreadsheet

Asset#	N	NE	E	SE	S	SW	W	NW	Inspection Date	Paved Area	Long/Tran		Allig		Edge		Block		Rut	Rough	Drain	Patch
											SEV	EXT	SEV	EXT	SEV	EXT	SEV	EXT				
1160118	118070		160020		118060		160010															

The intersection ID will be a combination of the two route numbers. (Example: 118 intersects 160 = 118160) In the spreadsheet the segment ID's of the roads entering and exiting the intersection will be recorded by orientation. (i.e. N, NE, E, SE, S, SW, W, NW) The North to South most roadway will take precedence and its route number will make up the first half of the Intersection ID.

Measurements of the intersection will be taken from the beginning of the radii at each intersection to the end, as shown to the right. The paved area will be calculated for each intersection, while the measured lengths across the intersections will be divided and equally subtracted from the GIS segment length of both roadway segments on either side of the intersection.



The field assessment will consist of a visual inspection of the pavement. The presence of traffic control loops will be noted as well as the whether the road looks as though it has been recently paved or treated. Thickness measurements will be taken at locations of convenience and applied broadly by visual comparison.

After the field assessment is complete the information will be transferred and other information calculated and provided to PBS&J for analysis. A User Guide for Pavement Assessment will be created using photos to illustrate the various conditions and extent measures used.

LIST OF DELIVERABLES

The deliverables to be provided in this engagement include the following items:

1. Updated Pavement Assessment Data File
2. Pavement Restoration Treatments Recommendation with Calculated Unit Costs
3. User Manual for Pavement Assessment

ADDITIONAL SERVICES

During the course of the work, the City may request additional services from PBS&J. Such services will not be conducted until authorized by the City as mutually agreed between the parties and PBS&J. The City will be billed for such additional services based on the direct labor rates as set forth herein and any other direct expenses associated with such additional work based on the standard unit cost rates as used for the fees shown above. Examples of such additional services include, but are not limited to, the following:

- 1 Attendance at any additional meetings in addition to what is anticipated in this scope of services; and
- 2 Direct support for updating GIS data to support the inspection activities.

DELIVERY SCHEDULE

After being given notification to proceed, CONSULTANT TEAM will complete the updated assessment and report within one month for presentation to the City. This assumes that the City will provide the required data necessary to CONSULTANT TEAM in sufficient time to perform the evaluation on a timely basis.

COMPENSATION

The work described within this Scope of Service has been budgeted for a Lump Sum of \$21,710. PBS&J shall submit invoices to the City for work accomplished during each calendar month. The amount due each month shall be determined on the "percentage of completion method" whereby Consultant will estimate the percentage of the total work accomplished during the invoice period.

THE CITY OF LEESBURG, FLORIDA

POST, BUCKLEY, SCHUH, & JERNIGAN

BY: _____
MAYOR

BY: _____
VICE PRESIDENT

ATTEST:

ATTEST:

CITY CLERK

CLERK